

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AF INSTRUCTION 34-239**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**9 JULY 1999**

*Services*

**FOOD SERVICE MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 34-239, 1 May 1998, is supplemented as follows:**

2.2.2. Notify HQ AETC/SVXM when a service contract is being developed to convert from in-house to a contract or when resoliciting an existing contract. HQ AETC/SVXM will provide a current version of the statement of work (SOW) and other required information and spreadsheets. Send SOWs to HQ AETC/SVXM for review and approval. Deviations from the Air Force-standard SOW require HQ AETC/SVXM approval. Submit any modifications to HQ AETC/SVXM within 30 days after modifications are approved.

3.2.2. Verify the monthly amount of cash collected and turned in to the accounting and finance office in writing.

3.3.1.3. If this is the first or second month that losses occur, the services commander or a division chief takes the necessary action and submits a memorandum stating the cause and corrective action to MAJCOM/SV for zeroing of the account. If this is the third consecutive month the loss occurred, the support group commander must submit the memorandum requesting zeroing of the account to the MAJCOM/SV.

3.4. No later than the first day of the month, the food service officer (FSO) will fax a copy of the basic daily food allowance (BDFA) to HQ AETC/SVXM for verification. Send the original copy of BDFA with the end-of-month report.

3.7. Obtain the field feeding meal allowance from HQ AETC/SVXM if other than A rations or meals, ready to eat (MRE) are to be used.

A5.1.2.6. (Added) A cover letter signed by the chief, combat support flight, identifying the individual (by name) responsible for checking the accuracy of the report.

STEPHEN R. WINGFIELD, Colonel, USAF  
Director of Services